

Town of Shirley

TOWN CLERK



7 KEADY WAY – SHIRLEY, MASSACHUSETTS - 01464-2812
William Oelfke, Town Clerk

TEL: (978) 425-2600,x1
Fax: (978) 234-9112
Mon 8 a.m. – 5:45 p.m.
Tu – Thu 8 am – 4:30 pm
Fri 8 am - Noon

HOW TO APPLY FOR MARRIAGE LICENSE

Congratulations on your upcoming wedding! Below is information about applying for a marriage license.

You and your fiancé will need to come to my office to complete forms that constitute what is known as "Marriage Intentions." The process takes about 20-30 minutes, so I do ask that you make an appointment in advance so that I can set aside this time to meet with you. If your fiancé is incarcerated or in the military, and is unable to appear before me to complete the intentions in person, please contact me for further instructions.

You'll need to advise the following information for both parties:

- Current name (first, middle and last names)
- Surname to be used after marriage
- Date of Birth
- Occupation
- Residence (Current Address)
- Number of Marriage (1st, 2nd, etc.). If not the first marriage, you'll need to advise the status of the last marriage (widowed, divorced or void). If either of you have been previously married, you are not required to present a divorce certificate when filing intentions to marry. However, it is extremely important that an individual who has been divorced be certain that his/her divorce is absolute. In Massachusetts, a divorce does not become absolute until 90 days after the divorce nisi has been granted, regardless of the grounds for divorce.

If your last marriage has been declared void, please contact me to review the documentation that you'll need to present.

- Whether you are/were a member of a Civil Union or Domestic Partnership and, if so, whether it is dissolved. If it is not dissolved, please contact me for further instructions.
- Birthplace (city or town, state, country if outside of the U.S.) Copies of your birth certificates are not required but can be helpful.
- Mother's current name and surname at her birth or adoption
- Father's current name and surname at his birth or adoption
- If your parents' last names are different, I'll also need to know whether your parents were married at the time you were born.
- Whether you are related by blood or marriage to your fiancé and, if so, how.
- Social Security Number
- Name, phone number and address of officiant (person performing the ceremony)

You both must be 18 years of age. If this is in question, I will need to see a birth certificate as proof of age. If you are not yet 18, then additional steps need to be taken, which we can discuss if it applies.

You will also need to read a list of the [legal impediments to marriage in Massachusetts](#)

After reviewing the impediments, you will be asked to sign an affidavit saying "I have reviewed a list of impediments to marriage and hereby state that there is an absence of any legal impediment to the marriage and do hereby depose and say that all of the statements as set forth in the above notice whereof I could have knowledge are true and are made under the penalties of perjury." (MGL Ch. 4, §6, Rule 6)

There is a mandatory 3-day waiting period between the date the intentions are filed and the date that the license may be picked up. On the third day after the intentions are filed, you may pick up the marriage license. Only one of you needs to come to pick it up. It is valid on that day.

If you would rather that I mail it to you after the waiting period has elapsed, please plan to spend an additional 10 minutes when you apply for the license so that I can type it up and have you review then.

A marriage license is valid for 60 days in Massachusetts. The time starts on the day you sign the intentions paperwork, so you'll want to count back from your wedding date to determine the earliest date you'd want to come in.

If you would like information on Justices of the Peace in the area, please let me know.

If the person marrying you has applied for a [one-day solemnizer's designation](#), please bring a copy of the approval from the Commonwealth of MA or of the application for the designation. It is important that one-day solemnizer's designation and the marriage license match each other.

Once I receive the marriage license back, I'll review it to be sure that it is complete, and then I'll assign it a registered number in our town records. At that point, I'll make a certified copy and mail it to you and your fiancé. By the 10th day of the following month, I mail the original certificate and one of the Intentions documents with the Massachusetts Department of Vital Records and Statistics in Boston.

The cost for the license is \$30, which includes two certified copies. The certified copies are on security paper and are not photocopiable. Additional certified copies cost \$10.00 a piece.

Congratulations, and please let me know if you have any questions!

Sincerely,

William Oelfke
Shirley Town Clerk